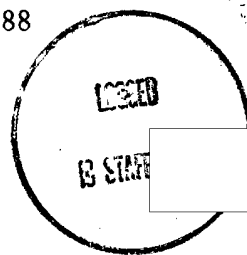


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DCI/ICS 6340-88
27 May 1988



MEMORANDUM FOR:

[Redacted] Deputy Chief, Administration Division, OTE

FROM:

[Redacted] Chief, Administrative Staff, ICS

SUBJECT:

DCI Senior Management Conference

[Redacted]
5 - 6 June 1988

1. Confirming our arrangements for the DCI's semi-annual management conference

[Redacted] we provide the following information:

Conference Coordinator:

Contact Officer:

Security Officer:

- Attendees:

Name

Organization

SSN

Grade

<u>Name</u>	<u>Organization</u>	<u>SSN</u>	<u>Grade</u>

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SUBJECT: DCI Senior Management Conference
5 - 6 June 1988

25X1

- Special Requirements:

Vugraph, 35mm slide projector and screen. The screen is to be positioned on the wall at the open end of the U-shaped conference table. Also request chart easel, pads and pencils, classified storage area and secure telephone at the Beechtree facility.

- Meal and Refreshment Requirements:

5 June	1830 - 1900	Reception
	1900 - 2000	Dinner
6 June	0730 - 0830	Breakfast
	1015 - 1030	Coffee Break
	1230 - 1330	Lunch
	1545 - 1600	Coffee Break

Please set up dining table [] for support and security personnel. Coffee, tea, and cold drinking water should be available in the [] Conference Room during conference hours.

25X1

25X1

A suggested menu is submitted as Attachment B. Substitutions may be made as required.

- Transportation Requirements:

Vehicles (with drivers) are required to satisfy transportation needs from [] to various quarters and between the quarters and []. Please refer to Attachment C for car assignments [] to quarters.

25X1

25X1

25X1

- Room Assignments:

Please refer to Attachment D. Please provide name tags for the room doors.

- Conference Table Seating:

Please refer to Attachment E. ICS will provide name plates.

- Fan Account Number:

Please T/A cost of reception to DCI/B&F citing FAN 10-1017. All other costs for the conference should be T/A'd to ICS citing FAN 15-9801.

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SUBJECT: DCI Senior Management Conference
5 - 6 June 1988

[Redacted]

25X1

2. Please direct any questions regarding the conference to the undersigned. I will arrive [Redacted] the afternoon of 5 June, 1988.

25X1

[Redacted]

25X1

Chief, Administrative Staff, ICS

Attachments
a/s

I certify that the above named personnel are approved at the clearance level required

[Redacted]

25X1

[Redacted]

25X1

Chief, Security, ICS

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DCI Senior Management Conference 5 - 6 June 1988
Menu Count

Sunday Reception	31
Sunday Dinner	33
Monday Breakfast	33
Monday Lunch	31

Sunday, 5 June 1988

Reception (1830 hours)

Bartender services are required

The usual cocktails and mixers - also request Perrier water and beer (light and regular)

Hors d'oeuvres

Steamed Shrimp
Venison Meatballs
Mini Egg Roll
Curry Dip w/raw vegetables

Dinner (1900 hours)

Entree

Prime Rib
Parsley Potatoes
String Beans

Salad

Fresh Garden Salad, assorted dressings

Bread

Hot Parker House Rolls

Wine

Red and white wine available and served to those who want wine with dinner.

Dessert

No special request. The cook can prepare whatever is appropriate for this menu. In addition to a dessert, please have a bowl of fresh fruit.

Attachment B

DCI Senior Management Conference 5 - 6 June 1988
Menu (Continued)

Monday, 6 June 1988

Breakfast (0730 - 0830 hours)

Assorted fruit juices, eggs (any style), pancakes, french toast, bacon, sausage, hash browns, white and wheat toast, with appropriate condiments. Also request milk, tea, and coffee (regular and decaffeinated).

Coffee Break (1015 - 1030)

Danish
Coffee (Decaffeinated and regular)
Tea

Lunch (1230 - 1330)

Wine and beer should be available before lunch

Entree

Turkey Delight
Carrots

Salad

Coleslaw

Bread

Hot crescent rolls

Dessert

No special request. The cook can prepare whatever is appropriate for this menu. In addition to a dessert, please have a bowl of fresh fruit.

Beverage

Iced Tea

Coffee Break (1545 - 1600)

Coffee (Decaffeinated and regular)
Iced Tea
Soft Drinks

Attachment B

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